

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 2 November 1955

FROM : Chief, Instructional Services Branch, OTR

SUBJECT: Weekly Activity Report No. 44  
26 October - 1 November 1955

## I. SIGNIFICANT ITEMS

None

## II. OTHER ACTIVITIES

1. Catalog of Courses, Revisions, November 1955. Work on the production of the catalog is continuing at PSD/LO. ISB will be notified as soon as the plates are available and ready for proofreading.

2. Chief, ISB and [ ] LIB/ISB, attended the DDP Division TLO meeting on 27 October. The DDP distribution of the Catalog of Courses was discussed, and final arrangements were made for all DDP dissemination of the Catalog and the long-term schedule. DDP will furnish ISB with a listing of the recipients plus numbers of copies required. 25X1

3. Discussions relative to the problem of OTR translation requests handled by FDD is continuing. C/ISB has discussed aspects of the translation program with C/LETS in general.

### 4. Bibliographies and Research:

a. Controls on [ ]—A study entitled [ ] 25X125X1  
[ ] was completed by TSS/ID, based upon requirements submitted by [ ] Operations School. TSS has expressed a desire to cooperate with ISB/OTR in the preparation of future studies. The liaison was coordinated by LIB/ISB/TR.

b. Information on [ ] reveal no information 25X1  
of interest. All CS Reports on the area are being forwarded to [ ] Operations School/[ ] on a retention basis. 25X1

c. Course for Reserve Officers in CIA—Requirements for the compilation of a bibliography for the Course have been submitted to the LIB/ISB. [ ] has met with the planning officers and discussed in detail the specifics of the bibliographic materials. No deadline date was set. 25X1

d. Political and Psychological Warfare—A bibliography of [ ] titles dealing with PsyWar has been requested and is presently continuing. It may be necessary to have such a list compiled at the Library of Congress.

5. The Library Section/ISB has received from the Records Center approximately 30 of the 40 Escape and Evasion Geographies that have been published by ORR. All future publications of this sort will be obtained by LIB/ISB as soon as they are available.

6. Publications - Reproduction:

a. Instructors' Guide to Current References—the 31 October issue has been received from PSD/LO and distributed.

b. The Strategy of Communist Infiltration—request for 150 copies (photo offset) has been submitted by C/CWC/IS. Estimated completion date is 14 November.

c. Tradecraft Materials—35 mimeograph stencils were reproduced and collated for AO/OS/TR, 25 pp each; completed and disseminated 31 October.

7. Attendance at the language film program screenings:

Russian	27 October	[ ]
French	1 November	

25X1

The schedule of after-hours screening of the Portuguese films has been cancelled.

8. The Audio Aids Section/ISB is continuing its support of the program involving magnetic recordings of a Spanish language track on several training films. Work on the film House Search was completed the week of 24 October.

9. Discussions have been initiated relative to the overseas distribution of training films. It has come to the attention of C/ISB that Graphics Register, OCR is participating in a program of furnishing training films to the Divisions for overseas use at various training bases without knowledge of this effort being passed to OTR.

10. Training aids completed during the week:

- a. Basic/BOC. Design and artwork of 1 chart, repaired 1 exhibit for Intelligence Products Show.
- b. Basic/Ops Support. Preparation of 18 posters
- c. Intel/IPM Design and preparation of 1 blanket-board training aid; miscellaneous signs—total: 3
- d. Intel/CWC. Reproduction of 17 charts, 200 copies each
- e. Lang/. Processed reproduction of 47, 2" by 2" lantern slides for the Russian Lecture Series.
- f. OTR/A&E. Prepared a total of 5 charts.
- g. OTR. Design and lettering of 1 parchment scroll.

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